

STANDARD OPERATING PROCEDURE
RE-RECD 110-1

SOP
PROCEDURES
1 June 1970

SUBJECT: Certificate of Necessity

1. PURPOSE

The purpose of this standard operating procedure is to establish policy regarding the use of a "Certificate of Necessity" and procedures governing its formulation and content.

2. POLICY

A "Certificate of Necessity" will be provided to the General Services Administration (GSA) only when such a document is requested by them and only for the purpose of waiving Section 322 of the Economy Act of 1932 and where such action is determined to be necessary to accommodate the rental, alteration, improvement, or repair of any building or part of a building obtained by GSA on behalf of this Agency. (See Attachment 1 for summary of Economy Act of 1932).

3. RESPONSIBILITIES

It is the responsibility of the Chief, Real Estate Branch to coordinate the preparation of all necessary staff papers and to obtain appropriate justification and fund certification in support of a request for a "Certification of Necessity".

4. PROCEDURES

- a. The "Certificate" will be prepared by this Division for the signature of the Director of Central Intelligence Agency (DCI) or, in his absence, for the signature of the Deputy Director of Central Intelligence Agency (DDCI).
- b. The "Certificate" will state in concise declarative terms the following: (see sample Attachment 2).
 - (1) The DCI's authority (PL 110)
 - (2) The necessity of the precise action required, i.e., rent, alteration, improvements, or repair, to the Agency's function.

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- (3) Identify as precisely as possible the property, or building concerned including address, or square footage as appropriate.
- (4) State that the limitations of the Economy Act of 1932 are to be waived.
- c. When appropriate the using activity will be requested to provide a written justification reflecting the operational or technical requirements which necessitate the request for a waiver, i.e., "Certificate of Necessity" and as appropriate they will also be requested to indicate availability of funds.
- d. A transmittal memorandum will be prepared for the signature of the Deputy Director for Support through the Executive Director-Comptroller to the DCI. This memorandum will include such additional information as is thought necessary to adequately support the request for the "Certificate".
- e. The transmittal memorandum, together with the supporting technical or operational documentation and the "Certificate" will be forwarded through normal channels to the DCI.
- f. After signature the "Certificate" will be returned to this Division and forwarded to GSA under cover of an appropriate transmittal letter signed by the Chief, Real Estate and Construction Division, OL.

25X1A

(signed) [REDACTED]

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[REDACTED]
Chief

Real Estate and Construction Division